

**Effective 30 June 1993**

**Installations**

**Administrative and Funding Procedures for Local Moves**

This UPDATE printing publishes a revised regulation which is effective 30 June 1993. Because this regulation has been completely reformatted, no attempt has been made to highlight changed material.

For the Commander:

STEWART K. MCGREGOR  
*Colonel, GS*  
*Chief of Staff*

Official:

ROGER H. BALABAN  
*Director, Information Management*

**Summary.** This regulation prescribes administrative and funding procedures which will be followed to accomplish local moves of household goods incident to assignment or reassignment of Government-leased quarters under control of the United States Army Recruiting Command. It explains funding sources for these moves for installation transportation office(r) support from the Armed Forces.

**Applicability.** This regulation is applicable to all elements of the United States Army Recruiting

Command.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Director of Resource Management and Logis-

tics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRM-LO-FS), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution B. This regulation is published in the Recruiting Company Operations and Administration UPDATE.

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**1. Purpose**

This regulation prescribes United States Army Recruiting Command (USAREC) administrative and funding procedures which will be followed to accomplish local moves of household goods incident to assignment or reassignment of Government-leased quarters under the control of USAREC. It explains funding sources for these moves for installation transportation office(r) (ITO) support from the Armed Forces.

**2. Related publications**

- a. AR 37-49 (Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities).
- b. AR 37-100-XX (The Army Management Structure (AMS)).
- c. AR 210-50 (Housing Management).
- d. AR 310-10 (Military Orders).
- e. DOD 4500.34-R (Personal Property Traffic Management Regulation). (Available at ITO at all Armed Forces installations.)
- f. JFTR, Volume 1 (The Joint Federal Travel Regulations - Uniformed Service Members).
- g. USAREC Reg 210-4 (Leased Unaccompa-

nied Personnel Quarters).

**3. Explanation of abbreviations and terms**

- a. Abbreviations.
  - (1) ITO — installation transportation office(r)
  - (2) Rctg Bde — recruiting brigade
  - (3) USAREC — United States Army Recruiting Command
- b. Terms.
  - (1) Installation transportation office(r). For the purpose of this regulation, the Army, Navy, Air Force, or Marine Corps ITO is the installation staff officer who is responsible for effecting the local movement of household goods for the USAREC soldier concerned. (Ref DOD 4500.34-R, which is available to all Armed Forces ITO.)
  - (2) Local move. For the purpose of this regulation a local move is defined as the movement of personally-owned household goods incident to the occupancy of Government-leased quarters. These moves are at Government expense, are not in conjunction with a permanent change of station, and involve no change in the soldier's duty station. A local move is one which is determined to be for the convenience of the Government. Moves designated within USAREC leased housing programs involve the following:
    - (a) From inadequate civilian economy quarters to adequate Government-leased quarters.
    - (b) From Government-leased to Government-leased quarters (e.g., when the lessor declines to renegotiate or when the district engineer

cannot renegotiate an expiring lease, necessitating its termination, and the district engineer negotiates a lease for an alternate unit for the same authorized occupant).

(c) From Government-leased quarters to civilian economy quarters as a result of lease termination under the following conditions:

- 1. Request for termination by the lessor, and the district engineer cannot negotiate for an adequate alternate unit, thus forcing the occupant to vacate.
- 2. Early termination of lease due to funding constraints or reduction in number of leases allocated to USAREC.
- (d) From adequate quarters which are later declared inadequate and soldier requests move to adequate Government quarters or civilian economy quarters.

**4. Administrative procedures for local moves**

- a. AR 310-10 does not provide a format for "ordering" local moves. Accordingly, local move data will be included as integral elements of a memorandum (see fig 1), which provides the format for directing assignment or termination of Government-leased quarters.
- b. Funding instructions on the assignment or termination memorandum will be determined in accordance with the information provided in the decision logic table in figure 2.

**5. Funding for local moves**

- a. Funding sources are as outlined in figure

\*This regulation supersedes USAREC Regulation 210-5, 25 April 1986.

2. Regulatory references are included as a part of that figure. The guidance contained in figure 2 is directive in nature, except that authority is granted to the appropriate recruiting brigade (Rctg Bde) commander and the Commander, United States Army Recruiting Support Command, to use mission funds for local moves when the supporting Army installation has not had the opportunity to fund for base operations (D5000) funds or does not have funds available to accommodate such a move. Refusal of the Army ITO to provide nonreimbursable local moves, when requirements have been provided in a timely manner, shall be reported, in writing, to HQ USAREC (RCRM-LO-FS), Fort Knox, KY 40121-2726. This regulation shall not delay the required move.

b. The key point which will determine the funding source for local movement is the branch of service of the responsible ITO. Responsible ITO is outlined in DOD 4500.34-R, appendix f. Users of DOD 4500.34-R, appendix F, are encouraged to contact the nearest ITO to determine the identification of the responsible ITO.



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

(Appropriate Letterhead)

(Office Symbol)

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (Termination) (Assignment) (Reassignment) of Government-Leased Unaccompanied Personnel or Family Quarters

1. Government-leased quarters lease number \_\_\_\_\_.
2. In accordance with AR 210-50, chapter 3, the following action is directed:

Name, Grade, Social Security Number, Unit of Assignment, Unit Identification Code, and Duty Station of soldier.

Action: Assignment to or termination (strike one) of quarters assignment at (address). (On reassignments, list from and to addresses of both sets of Government quarters.)

Authority: VOCO (commander, unit of assignment).

VOCO date confirmed:

Effective date: (On reassignments, the date must be at least 1 day apart.)

Reason: State reason (e.g., move from civilian economy quarters at (address) to Government-leased quarters; termination of lease by lessor, etc.).

Family quarters: Quarters assigned are for occupancy by you and your dependents.

BAQ: entitlement to BAQ (through last day prior to the effective date of assignment) commences on the date following termination.

Cost of move: This move is for the convenience of the Government, and expense will be borne by the Government. (JFTR M8309-2.)

Fund citation: (As derived from figure 2, this regulation.)

**Figure 1. Sample order format for local move**

(Office Symbol)

SUBJECT: (Termination) (Assignment) (Reassignment) of Government-Leased Unaccompanied Personnel or Family Quarters

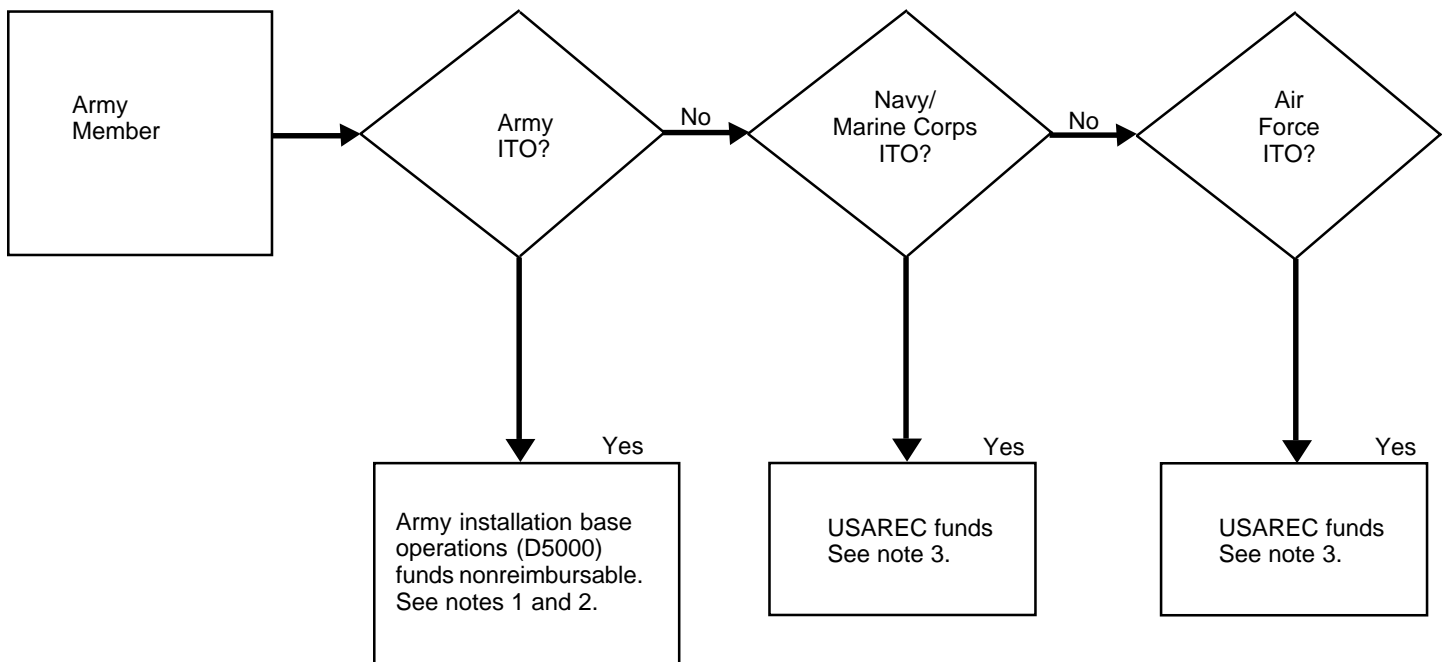
Special instructions: The weight of the household goods moved (at Government expense) will not exceed \_\_\_\_\_ pounds. (JFTR, Vol 1, chap 8.)

AUTHORIZED SIGNATURE

DISTRIBUTION:

- ☐ Individual
- ☐ Rctg Bde
- ☐ Rctg Bde Comptroller
- ☐ Rctg Bn
- ☐ Servicing military personnel office for sponsor and spouse if spouse is also a soldier
- ☐ Servicing ITO
- ☐ Commander of spouse's organization if spouse is a soldier
- ☐ USAFAC, ATTN: Department 20, Indianapolis, IN 46294
- ☐ Others as required

**Figure 1. Sample order format for local move (Continued)**



**NOTES:**

1. References: AR 37-49, AR 37-100-XX, and DOD 4500.34-R.
2. Annotate special instructions on movement directive to read: "Fund citation to be provided by ITO (name of responsible installation)."
3. For USAREC: Recruiting battalion will obtain (mission) fund citation and certification of fund availability from applicable Rctg Bde headquarters. Insert fund citation in "fund citation" paragraph of movement directive (see fig 1).

**Figure 2. Decision logic table depicting funding sources for local movements by members of USAREC**